NDUS HRC Agenda
December 1st Conference Call 1 – 5 pm
Call-in Information:
701-328-1616 – Passcode 409410#

*Due to bad weather and travel conditions this meeting was changed from a face to face meeting at NDSCS to a conference call.

Attended

BSC   Rita Lindgren
DSU   Gail Ebeltoft
LRSC  Sandi Lillehaugen, Becky Lang
MaSU  Crystal Beggs and Karen Amundson
MiSU  Wes Matthews, Jessica Smestad
NDSCS Sandi Gilbertson, ann mc gray
NDSU  Tricia Johnson, Noah Fischer, Jill Spacek and Collette Erickson
CTS   Karin Stinar, Jane Grinde, Teri Thorsen
UND   Pat Hanson, Joy Johnson, Dianne Hillibrand
VCSU  Jennifer Larson
WSC   Michelle Remus, Jamie Rehak

Unable to Attend --DCB

Call to Order

Roll Call

Introductions—new member—Crystal Beggs -MaSU—HR Director

Approval of Minutes

ACTION:   Typo on page 1 under old business---change June date to September 30th
Motion:   Matthews motioned to approve
Second:   Lindgren second
Outcome:   none opposed/minutes approved

Old Business

FMLA Leave Tracking – Suggestion was made by K Stinar to add earning codes (Erickson)
NDSU requested an update on to this recommendation.

Stinar reported that her group discussed earning codes and requested further information from the HRC to better understand how FMLA is currently tracking vs. what is desired.

The consensus was that FMLA is tracked manually with additional challenges tracking FMLA when paid leave is involved and when FMLA is taken intermittently. Stinar would like to look into how absence management module could be used to track FMLA, but would know more in the next month or two. There is an FMLA module in PeopleSoft which could fit our needs in the future, however is not currently in the project scope.
Tracking details by campus:
LRSC—Payroll tracks
UND—both departments and approving HR official track
BSC, DSU, —HR/Payroll tracks
NDSU ---both department and HR tracks it
Estimated # of employees on FLMA today
NDSU--could be as many as 60
UND approves 5 – 10 per week
Smaller campuses: BSC—3 or 4 at any given time during the year
LRSC—2
VCSU—2
DSU—6

Stinar asked for 2 campuses to share their tracking spreadsheets with her as she looks further into this. NDSU will be sharing their spreadsheet.
Stinar shared that she would like to pursue a long term solution, rather than a quick fix and recommended that this remain on the agenda for next time and she would have a more thorough report.

The following policies were discussed during the September HRC meeting. Since then, the AG’s office has suggested edits (to some of them). Review, discussion and action are required in order to move forward for 1st reading at December Cabinet and SBHE meetings.

**HR 2, Appointments**
ACTION—Lillehaugen asked if discussion was needed on the changes.
Motion to approve: Grinde
Second: Matthews
Outcome of motion none opposed, motion carried

**HR 5, Pay Policy**
ACTION Lillehaugen asked if discussion was needed on the changes.
Motion to approve: Matthews
Second: Lindgren
Outcome of motion none opposed, motion carried

**HR 13, Employment of Relatives**
ACTION -- Lillehaugen asked if discussion was needed on the changes.
Motion to approve: Matthews
Second: Ebeltoft
Discussion— in first paragraph reassignment is spelled wrong
Outcome of motion none opposed, motion carried

**Veterans Preference Procedure**
ACTION-- Lillehaugen asked if discussion was needed on the changes.
Motion to approve: Grinde
Second: Matthews
No discussion
Outcome of motion none opposed, motion carried
Early Retirement Procedure

ACTION -- Lillehaugen asked if discussion was needed on the changes
Motion to approve: Lindgren
Second: Matthews
Discussion
Outcome of motion none opposed, motion carried

New Business

Need for a Phased Retirement Policy, Pat Hanson
There was a recommendation to address a phased retirement via a policy/procedure. Hanson and Matthews will work on a draft to present at the next meeting.

ND Staff Senate Update
- HRC Representation at ND Staff Senate Meetings (Sivesind no longer a representative for HRC)
- Discussion and recommendations from Diane Hillebrand
  Hillebrand brought forth a recommendation from (North Dakota State Staff Senate) NDSSS that there be a permanent representative to participate on HRC meetings. One challenge is that they have no budget and travel expenses are an issue. The NDSSS recommended that either the NDSSS President or a staff senate representative from the hosting campus of the HRC meeting attend each HRC meeting. Another option was brought forth that a consistent NDSSS representative could call in.
ACTION
  Hillebrand will bring back both options to the NDSSS and communicate outcome to the HRC Chair. The NDSSS member who participates at HRC would be a non-voting member.

Need to determine HRC participation at each ND State Staff Senate meeting
Hillebrand confirmed that an HR representative is not required to attend each NDSSS meeting, however they welcome our participation. NDUS system office representative Tammy Donlin, CFO, will be attending NDSSS future meetings. Ebeltoft, DSU volunteered to be the HRC representative to attend NDSSS meetings.

603.1 Harassment Policy, update from committee regarding a system-wide policy, Jane Grinde
Grinde provided an update from the sub-committee regarding some challenges and further consideration as related to pursuing a system-wide Harassment policy. Ebeltoft reiterated how this relates to Title IX and asked campuses to think about how that works into 603.1. Matthews noted the differentiation between Harassment and Title IX. Lindgren added that a similar discussion has occurred on her campus and that BSC has two separate policies.
Discussion
  The HRC does not support moving forward with drafting a system-wide Harassment policy.

FMLA and Consistency in application, Noah Fischer
  22.1 “may be concurrent with paid sick or annual leave”
  22.5 “12 weeks in a 12 month period that begins with the first day of leave.”
Fischer asked for clarification regarding FMLA tracking and use of paid sick or annual leave and how other campuses apply the policy.
Further discussion regarding concurrent vs. series tracking and the possibility of an employee using their sick and annual leave first---then going on FMLA. Interpretation of the policy: Fischer and Hanson will look into this further and present it at the next meeting.

Criminal History Record Check, Colette Erickson
SBHE procedure 603.2—under the new hire section, it talks about rehire, transfer etc. in the same institution within 10 months. Are campuses doing this---consensus was yes.

Discussion
New hires: includes

i. Re-hires, transfers, and promotions within the same institution, except when previous employment was terminated within the last ten months. Promotions do not include faculty promotions when moving from one faculty rank to another faculty rank (e.g. instructor to assistant professor, etc.); and,

ii. Transfer from another NDUS institution.

Sub-committee facilitated an RFP process for a Criminal Background check vendor and awarded it to GIS, since then, GIS was hit with litigation and the award was rescinded. The sub-committee is working on a new RFP. Will keep moving forward on the process and hopefully will have a new vendor by Spring 2016.

Image Now, Sandi Gilbertson
How many people are using it, how is it working?
Who is using this for HR files?

DSU is a year out. BSC and UND have been using it for scanning and storing of files. Small workflows are implemented. BSC is working on destroying files as per retention policy. There have been some challenges will pulling updated data, but the Image Now team is working on it. It's user friendly, can access the information from anywhere. Started with inactive files, it will be interesting to see how it works with active personnel files. There is a specific audit process and retention policy with the electronic files. UND has used it for retention purposes. They are working on scanning current files now and it's a work in progress. Supervisors have access to review certain documents within the file i.e. time cards, performance reviews etc.

Sick leave payouts for internal transfers, Gail Ebeltoft

Which campuses payout upon transfer and which wait until the employee resigns.
Scenario: Moving from VP position to faculty. Employee had assumed that his sick leave would be paid out upon transfer. Wants to know what other campuses have done.
Upon Transfer: MiSU,
Upon Retirement/Resignation: BSC, LRSC (grant funded position would be paid out), UND, NDSU, MaSU, VCSU (unless it's a staff member to faculty, then the balance would be paid out), WSC, NDSCS

Matthews recommended that HRC look at policy 7.5 and clarify it.

Delta EDP Link, Karin Stinar
The link is currently down. There is an issue on the delta airline side and they are working to fix it. Starting October 1st they did offer some bigger discounts on selected flights. Prior, the negotiated fare is 2%, now it's anywhere from 2% to 10%.
Campus Community Manual/SS number updates, Karin Stinar—Becky Lang,
Campus Community is working to update their manual.
Proposing to change the directions in the manual—attached to agenda.
What is the position of the HRC?
Discussion
The HRC does not have any issues with the changes to the instructions to the Campus Community
Manual/SS number updates.

Other:
Question regarding use or lose leave.
Question regarding BC/BS poor service to NDUS employees who need assistance regarding issues
prior to 7/1/15. Recommendation was to contact NDPERS and inform them of the issue.
ACA open enrollment, no discussion.
Requirement of official transcripts with job application—consensus was yes.
VSCU—Instructors that are also students—which band should they be in—9000
UND: changes to dependent tuition waiver for standardization—who is implementing in Spring ’16,
discussion on short turnaround time to implement and that more time is needed.
CTS: Now that special assistants to AG’s office cannot be assigned, what are campuses doing for
green card process—no response, Grinde will find answers off line.

Motion to adjourn: Larson
Second: Hanson
Meeting adjourned—3:30 p.m.

**Future Meetings:**

- March 1st and 2nd BSC
- May 24th and 25th NDSCS